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ABSTRACT

Papers on the management of library associations, which were presented at the 1983 International Federation of Library Associations (IFLA) conference, include: (1) "The Management of Library Associations: Publishing--A Third World Perspective," in which Pearl Springer (Trinidad and Tobago) outlines the importance of publishing in developing nations, the constraints (economic, personnel, technical, and sociological) on publishing activities, and areas where the library association can make meaningful contributions in the field of publishing; (2) "Publications of the Library Association of the German Democratic Republic (GDR)," in which Klaus Plotz (East Germany) describes association activity in the publishing of periodicals, basic works on GDR library development, conference reports, cataloging rules, regional library guides, documents on international librarianship, and internal association publications; and (3) "Working Document II of the Round Table for the Management of Library Associations 1983," a report outlining round table objectives, proposals, and priorities, including the establishment of an information databank on library association activities and collection of specialist information, with appendices describing round table policies and the establishment at Simmons College (United States) of an IFLA resource center on associations in information fields. (ESR)

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IFLA GENERAL CONFERENCE MUNICH 1983

Division: Management and Technology

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# The Management of Library Associations:

# Publishing - A Third World Perspective

by

Pearl Springer
Representative of the Library Association of
Trinidad and Tobago

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*THE MANAGEMENT OF LIBRARY ASSOCIATIONS:*
*PUBLISHING - A THIRD WORLD PERSPECTIVE*

*THE IDEOLOGICAL PERSPECTIVE:*

*Publishing in the Third World is at the core of the cultural, economic and political sovereignty to which Third World societies aspire.*

*This statement presupposes the publication of material that emanates from the societies themselves, and makes some statement, implicit or explicit about the state of those societies. Sartre has defined the very act of writing as "An act of freedom."*

*Third World societies are necessarily preoccupied with evolving an identity and preserving cultural sovereignty. They must do so in the face of metropolitan media and book bombardment; a sense of cultural identity must be developped. Third World peoples need to be repropagandized into a sense of national and regional consciousness, through the novel, poem, historical and scholarly texts. These, written, without alien bias and primarily explorating the lifestyle and mores of the ordinary individual in the society, can inculcate a sense of pride in self.*

*In his "Pleasures of Exiles" noted Caribbean novelist George Lamming states the importance of 'the word' touching base with the society, thus -*

> *"Unlike ... Governments and departments, unlike the businessman importing commodities, the West Indian novelist did not look across the sea to another source. He looked in, and down at what had traditionally been ignored ... He became through the novelist's eye a living existence ... It is the West Indian novel that has restored the West Indian peasant to his true and original status of personality."*

*Clearly Lamming's statement has epitomized for the whole of the Third World the function of the conscious word emanating from within.*

.../2

*In our societies, the book has a very important role to play; the right kind of material must be given the proper 'Hard Sell' to provide the necessary stimulus to read. Then it needs to be disseminated to the target audience, for maximum ease of retrievability. This can revitalise the societies stricken by the neocolonial malaise of eurocentricity, economic dependence and castrated personalities. A clear defination of goals for publishing must therefore be enunciated by Library Associations, if simply because, librarians know the power of the word. They must therefore, accept the onus for defining and pursuing publishing goals, from within which ever Third World Society they operate. Most Third World Governments have no explicit policy in this area, so that Library Associations cannot afford a dilettant or an ad hoc approach to publishing, but declare aims integral to the implicit or explicit goals of the wider society.*

*This is not possible, if librarians managing Library Associations, are outside of, or insensitive to, the stirrings of political and social consciousness operating within the particular country, and the Third World as a whole.*

*In 1970, Robert Presthus, university professor, at York University, Ontario, wrote a survey on the Personality of Librarians, in which he concludes that "a librarian is a person who tends to lack confidence and feels somewhat inferior." The results of this survey can apply to Third World librarians as well. He also dealt with the innovative personality as contrasted with status quo oriented types. How to galvanize librarians into an understanding of the POWER of the profession, the POWER of the books they tend and the POWER they could wield by a deliberate programme of conscious publishing, in the Third World context, is perhaps the topic of an entire seminar.*

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*THE CONSTRAINTS:*

*There are other real constraints apart from the personality of the librarian.*

*ECONOMIC:*

*Publishing is expensive everywhere; it is almost prohibitively so in the Third World. Library Associations function without official grants in most countries. Publishing is not seen as a priority, in the context of associations which have problems of sheer survival. There is also the question of limited salesability of material, so that wide financial returns through sale of material cannot be anticipated.*

*PERSONNEL and COMMUNICATION:*

*Our Library Associations comprise officers who work full time. The scarcity of trained librarians means that time cannot easily be taken during the working day to indulge in association activities. Most Third World societies have communication problems, so that making contact is difficult. The organizing, therefore, that is very necessary for an effective publishing programme, becomes difficult.*

*TECHNICAL:*

*Few publishing houses exist in the Third World. There are mostly printers. There will be need, then, for association personnel to be given some kind of training/exposure to enable them to use printers to their best advantage. In Trinidad and Tobago our Library Association has spent money and received woeful jobs from printers, both because of the lack of time to properly supervise the printer; and, because of the deficiency in the knowledge of publishing skills/techniques, that would assist in effective communication with the printers.*

.../4

*THE CONSTRAINTS, Cont'd.*

*SOCIOLOGICAL:*

*The citizens of Third World Societies, largely evolve from an oral tradition; there is not an entrenched literary tradition; people consequently, apart from compulsorily (i.e. text books) hardly read, this despite a high literacy level in some areas - e.g. The Caribbean. This means:-*

*(a) people must be lured into reading - especially material published as part of deliberate conscientization;*

*(b) there is the economic implication already mentioned of material being sold to a narrow readership.*

*TOWARDS A PUBLISHERS PROGRAMME FOR LIBRARY ASSOCIATIONS:*

*Despite these constraints there are several areas in which Library Associations can make a meaningful contribution in the field of publishing.*

1. *The production of a quality professional journal very aware of a responsibility to fill training gaps in the profession; this is particularly important because there are so few trained librarians and not very many opportunities for training. In the Caribbean, there is a fairly large body of library assistants who lack formal training, but whose experience make them an invaluable work force in the profession. The professional journal can work out a long term programme of training through its pages.*

2. *The sponsoring of research, and subsequent publication in gap areas - especially in the fields of history, sociology and technology.*

3. *Identifying authors of worth within the community, and assisting in getting them published.*

4. *Publishing work, whose non saleability, makes it not a commercially viable proposition, despite being valuable.*

## THE CONSTRAINTS: STRATEGY FOR DEFUSING.

### ECONOMIC CONSTRAINTS:

#### Textbooks/Scholarly material:

Library Associations may seek to influence the publication of text books and scholarly work by:-

i.) Seeking representation on National/Regional Examination Councils.

ii.) Liaising with Scholarly bodies e.g. historical societies.

iii.) Seeking representation on University bodies.

iv.) Being in contact with special subject teacher groups on the same basis.

v.) Considering themselves watchdogs as far as new text books in the humanities are concerned, in terms of biases and accuracy.

vi.) Recommending relevant texts for curriculum development.

vii.) Seeking to have input on whatever official publishing organs exist.

viii.) Being in contact with international Publishing houses, and making recommendations for publication. Reprint houses, e.g. Cass need to be kept abreast of out of print material in demand.

Clearly then, the Publishing functions of Library Associations, in the Third World, cannot be seen as only the act of publishing itself, but in the light of the Economic Constraints, there must also be a wider involvement in seeking to influence what is published, by all bodies, set up for this purpose.

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THE CONSTRAINTS: STRATEGY FOR DEFUSING. Cont'd.

CREATIVE WRITING:

i.) Library Associations need to have links with all meaningful artistes' organizations in the country e.g. Writers Union, Drama Associations.

ii.) Every effort should be made to collect scripts and manuscripts for assessment.

iii) The Associations should make themselves available to provide help and guidance to young writers, and give assistance in publishing, this would include giving them sheer physical space in which to write and hold book launchings; acting as proof readers for manuscripts; introducing them to writings that may help them develop.

In areas, defined above as priority for publication, The Association, now, itself acting as publisher, may, to defray costs -

1. Approach the business community
2. Seek aid from national/Regional/International bodies e.g. OAS, UNESCO.
3. Itself engage in special fund raising events purely for the purpose of publishing.
4. "Sell", to an established House the importance of having the work published.
5. In cases where Research must first be undertaken, research grants need to be sought.

THE HARD SELL:

But beyond the responsibility to organize and manage a Publications programme, is the responsibility to create a wider readership within the community. Publishing material without creating the readership is "spinning top in mud."

.../7

*Librarianship is about books and people reading. In the Third World, librarianship must almost primarily be concerned in widening the readership; that can only be achieved by an aggressive, pervasive style of librarianship, that has learned well, the lessons of the alien multinational chains, as they entice the mass to give up hard earned money to unnecessary alien trivia. Every writer helped, every reader won, is the nucleus of a small community; is a wedge driven in the wall of ignorance.*

*Library Associations need to do simple surveys, using questionaires at their Branch Libraries and evaluating loans statistics to find out (a) what their people want to read, and*
*(b) what the mechanism are that distance them from the printed word.*

*Perhaps, in Third World societies there may even be posed an analagous question based on the historical, sociological stance of a people - is there a more acceptable alternative to the books in some areas? Are there analogous accomplices to the book?*

*Library Associations must be prepared, in a hard sell to readership, in Third World societies, to remove the book from the hallowed halls of the library! To go to the markets, the wayside stalls, the community activities ...*

*HOW and WHO:*

*It has already been stated that Library Associations function gratuitously, with no full time staff. How is this volume of work to be done.*

*In my country, publishing falls within the portfolio of the vice president.*

.../8

Whoever the officer responsible, though, he must be free to operate by a process of co-operation, using (for example) retired principals, and other people within the society who have the time and the interest to do much of the legwork, after policy has been established.

There may also not be the need for physical representation at meetings of other bodies, with whom close liaison is necessary; arrangements could be made for relevant minutes, notes, etc. to be obtained and followup action taken.

There could be a system of loose co-operation whereby the committee uses librarians/citizens to perform specific functions within the community.

All this presupposes, the support and understanding of member libraries within the particular society. In fact, the "hard sell" mass need to begin within the libraries themselves.

CONCLUSION:

This paper however, does not make a case for cultural myopia; does not seek to banish from Third World book shops and library shelves, everything alien; what it does, hopefully, is make the case that there is a desperate need in the Third World, for relevant introspective, analytical material, these societies are to recognise and respond to their distinct personalities; and, that Library Associations the bodies that represent the people who best know the power of the word have a responsibility - that they should regard almost with a sense of mission - to play a role by the publishing of material that can contribute to the growth of this knowledge; this pride in SELF.

Paper submitted for International Federation of Library Associations (IFLA) Conference, August 1983,
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Representative of the
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# Publications of the Library Association of the German Democratic Republic

by

Klaus Plötz

Executive Director of the Library Association of the German Democratic Republic

Berlin, GDR

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## Publications of the GDR Library Association

The Library Association of the German Democratic Republic was founded in 1964; it is a social organization and unites at present more than 1,800 member institutions - libraries, other institutions of the library system as well as institutions of the information system. According to the objectives specified by the Statutes it contributes essentially to "creating a level of library work and information services coming up to the demands of the developed socialist society and the international position of the German Democratic Republic. It assists all initiatives directed at developing the socialist library system".[1)]

Great importance for the development of the Association's activities and its influence on the public and the members has to be attributed to publications. Since the foundation of the Association they have taken a firm place in its Statutes and working programmes. Primarily they are concentrated on

- defining basic problems of socialist library policy,
- propagating tasks, possibilities of becoming effective and working results of the Association,
- informing the Association members fast and extensively.

The Commission for Publications and Publicity Work is a working organ of the Presidium of the Library Association that prepares among others long-term guidelines for publication activities as well as publication plans of

the Association. The publication plans are drawn up for more than one year (e.g. 1980-1983 and at present for 1984-1987) and are specified by annual plans; they have to be approved by the Presidium. The Executive Director of the GDR Library Association is at the same time Chairman of the Commission for Publications and Publicity Work; a staff member of the Association's Secretariat is exclusively engaged in these questions.

The Library Association of the GDR considers the conducting of activities of a library publishing house neither possible nor necessary. We are closely co-operating with the Bibliographic Institute (Bibliographisches Institut) Leipzig that is responsible for publishing professional literature on librarianship as well as on information and documentation. Our activities are concentrated on publications that are closely connected with the work of the Library Association and that can be realized with justifiable expense. Partly the Library Association edits independent publications, such as the "Year-book of libraries, archives and information institutions of the GDR" (Jahrbuch der Bibliotheken, Archive und Informationseinrichtungen der DDR) whose 12th volume will be published in 1984 and the "Legal ABC for librarians" (Rechts-ABC für Bibliothekare). In general the GDR Library Association does not publish more than eight to ten independent publications per year, the most important will be referred to in the following:-

1. Periodicals

Since 1975 the information journal "Library Association topical" (Bibliotheksverband aktuell) has been published six times a year as an official organ of the GDR Library Association. It aims especially at fostering the exchange of experiences between member institutions and bodies. It publishes significant resolutions, decisions and basic documents, reports on the activities of the Presidium, the district groups, sections and commissions as well as on international activities. In addition it covers news in brief, a memo book, information of the Secretariat and information on new publications. It is delivered free of charge to member institutions only.

Moreover, the Library Association issues annual reports "The Library System of the German Democratic Republic" (Das Bibliothekswesen in der Deutschen Demokratischen Republik) which inform on both the development of potentials and efficiency of different library fields and new legal provisions, the activities of educational institutions and institutions of advanced training as well as scientific-methodological institutions, the Library Association of the GDR and publications of libraries. These annual reports have been published in co-operation with the Central Institute for Librarianship, the Methodological Centre of Research Libraries and Information and Documentation Institutions of the Ministry of Higher Education and the Central

Library of the Trade Unions.

Since the 4th volume (period under report 1964/65) the Library Association of the GDR has been the publisher of the "Yearbook of libraries, archives and information centres of the GDR" (Jahrbuch der Bibliotheken, Archive und Informationseinrichtungen der DDR), the comprehensive directory of all the relevant institutions of corresponding spheres as well as the senior staff being engaged in them. It has already been mentioned that this publication is published by the Bibliographic Institute of Leipzig.

2. Basic publications on library development in the GDR

On the occasion of the 47th IFLA General Conference Leipzig 1981 an informative outline on the " Librarianship of the German Democratic Republic" (Das Bibliothekswesen der Deutschen Demokratischen Republik) was issued in German, English, French and Russian giving basic information on the history, objectives, structure, management and scientific-methodological aspects of the library system with text and illustrations.

In 1979 a series of 72 slides with text annexes in German, Russian and English "Libraries of the German Democratic Republic" (Bibliotheken in der Deutschen Demokratischen Republik) was compiled having been very effective both in the GDR and abroad.

The miscellany "Library work in the German Democratic Republic" (Bibliotheksarbeit in der Deutschen Demokratischen Republik) (published in 1983) gives a representative survey

of the devlopment of theory and practice of the socialist library system in our country by means of 31 contributions on different library fields and spheres of activity. Mention must also be made of the selection "The Library Act of the German Democratic Republic and legal provisions and regulations being linked with it" (Die Bibliotheksverordnung der Deutschen Demokratischen Republik und mit ihr in engem Zusammenhang stehende rechtliche Regelungen und Vereinbarungen) that was published in 1980 in the 3rd edition, of the publication "Children, books, libraries - information on library work with children in the GDR" (Kinder, Bücher, Bibliotheken - Informationen zur Bibliotheksarbeit mit Kindern in der DDR) (1979) as well as of the "Training programmes for library and information staff in the GDR" (Ausbildungsdokumente für Bibliotheks- und Informationsfachkräfte in der DDR) (1981) and "Professions within the library system" (Berufe im Bibliothekswesen) (1982). The last two publications cover the field of library education and advanced training.

3. Reports on conferences of the Library Association as well as on significant working results

An important field of publication activities of an Association is the publication of reports on its central meetings including above all general assemblies, meetings and special conferences. These days the papers of the 8th General Assembly of our Association held in Berlin in December 1982

will be published; extensive consideration was also given to the reports on the 4th and 5th Aktiv-Meeting (1976 resp. 1980) as well as on the special conferences

- "Socialist library work in rural areas" (Sozialistische Bibliotheksarbeit in ländlichen Bereichen)
(12-13 September 1979 - published in 1980)
- "Ideological, aesthetic and educational problems of book provision for children by libraries" (Ideologische, ästhetische und pädagogische Probleme der Literaturvermittlung an Kinder durch Bibliotheken)
(31 October - 2 November 1979 - published in 1980)
- "Responsibility of libraries concerning care, conservation and spreading of the cultural heritage" (Die Verantwortung der Bibliotheken bei der Wahrung, Pflege und Verbreitung des kulturellen Erbes)
(7-9 January 1981 - published 1981).

In 1982 the publication of the regional group Potsdam on the "Socialist team-work at libraries of the district of Potsdam" (Sozialistische Gemeinschaftsarbeit in Bibliotheken des Bezirkes Potsdam) was published.

4. Working material for library practice

During many years the "Rules for Alphabetic Cataloguing" (RAK) (Regeln für die Alphabetische Katalogisierung) had been in the centre of publication activities of the Library Association. Since 1969 preprints have been published. In 1976 the basic work in four volumes including almost 900 printed pages was

published, then the annexes (supplementary rules and tables) and finally in 1983 a broad selection of examples in two volumes. Thus all libraries got working materials required for introducing RAK owing to the team-work of the Commission on Cataloguing and the Secretariat of the Library Association.

Additional important facilities for library practice are regional library guides (the last for the district of Leipzig, 1979 and the districts of Magdeburg and Halle, 1977), regional periodical catalogues and selective bibliographies (among others on bibliotherapy).

5. International library work

During recent years the Library Association of the GDR also published a great number of publications on international library work. The fruitful co-operation with the Soviet librarianship has been demonstrated among others by the "Selection of trend-setting materials for the Soviet library system" (Sammlung richtungsweisender Materialien für das sowjetische Bibliothekswesen) (1977), by literary reports on "Measures and results concerning the realization of the resolution of the Central Committee of the CP of the USSR on library work of May 1974" (Maßnahmen und Ergebnisse bei der Realisierung des Beschlusses des ZK der KPdSU zur Bibliotheksarbeit vom Mai 1974 (1976 resp. 1977), "On the centralization of mass libraries in the USSR" (Zur Zentralisierung der Massenbibliotheken in der UdSSR) (1979) published in co-operation with the Central Institute for Librarianship as well as the German

translation of the "General library science" (Allgemeine Bibliothekswissenschaft) by O.S. Čubarjan (1975).

The GDR Library Association pays special attention to the co-operation with IFLA and UNESCO what has been demonstrated among others by publishing a German translation of the IFLA-News as IVBV-News (from 1971-1974), by German versions of the IFLA long-term programme of 1963 "Libraries of the World" (Bibliotheken in der Welt) (published in 1965), of the Statutes of 1976 and the Medium-Term Programme 1976-1980 (published in 1978).

In preparation of the IFLA/UNESCO Conference on national bibliographies (Paris 1977) the "Synoptic tables concerning the current national bibliographies" were published in co-operation with the German Library (Deutsche Bücherei) and its author Gerhard Pomaßl; with the approval of IFLA the German version of ISBD (NBM) was published in 1980. Mention should also be made of the book "Books for all" (Bücher für alle) published as an independent publication in 1977 and including apart from the translation of the UNESCO publications "For the book - the UNESCO and its programme" (Für das Buch - Die UNESCO und ihr Programm) by Emile Delavenay and "Books for all - a programme of action" (Bücher für alle - ein Aktionsprogramm) a documentation on "Books and readers in the German Democratic Republic" (Bücher und Leser in der Deutschen Demokratischen Republik).

6. Association internal publications

These publications cover among others member registers of the Library Association, working programmes and programmes of measures to be taken, special editions of the Statutes and the reports of activities of the Presidium and the Auditing Commission. In 1981 a re-edition of the "Library Association of the GDR: objectives - structure - procedures" (Bibliotheksverband der DDR: Aufgaben - Aufbau - Arbeitsweise) was published intended to inform new members but also to contribute to press and publicity work. On the occasion of the 20th anniversary of the foundation of the GDR Library Association in March 1984 there will be a publication covering a chronicle of the Association's development, a comprehensive bibliography as well as statistics.

Final remarks

It was the intention of the present paper to inform on the most important fields of publication activities of the GDR Library Association on the basis of typical examples of the last years. From our point of view it is of great significance for every library association to define the scope of its publications clearly with both the demands of its members and the public being taken into consideration. Publication activities should be based upon middle- and short-term programmes. We have drawn best experience from the co-operation with large libraries, scientific-methodological and educational institutions.

A library association should also co-operate and not compete with a library publishing house.

A special problem of publication activities is funding; an association has to be able to pre-finance expenses for author's fees, paper work, printing, binding and delivery by its own budget. In general the sale of a publication covers a longer period and frequently an edition will not be sold entirely. Therefore it is necessary to programme the number of copies to be printed very carefully in order to risk as less as possible. Since the profit margin concerning independent publications is not very large the revenues from the sale of publication do not exceed on average the expenditures required for their production, i.e. now as before the member fees are the most important source of funding for the Association.

## References

1) Library Association of the German Democratic Republic, Statutes - Subscription. Berlin, 1980. p.3
(Bibliotheksverband der Deutschen Demokratischen Republik: Statut . Beitragsordnung . Berlin 1980. S. 3)

IFLA 1983

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WORKING DOCUMENT II OF THE ROUND TABLE FOR

THE MANAGEMENT OF LIBRARY ASSOCIATION

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ROUND TABLE FOR THE MANAGEMENT OF LIBRARY ASSOCIATIONS

Working Document II

1. Preamble:

1.0 A reading of the literature suggests, and general opinion holds, that professional organisations have three main functions to perform in any type of society. They are: firstly, to protect the interests of the users of the services that the professionals provide; secondly, to protect the interests of the members practicing in that profession; and thirdly, to hold and to advance and to develop and disseminate the knowledge and skills that are specific and particular to that profession.

1.1 The function to protect the interests of the users of the services that the profession provides is achieved by setting standards of competence to begin professional practice. It is also carried out by the production and establishment of standards and the production of guidelines for the practices and provision of those services. The quality, accuracy and reliability of the services provided is usually supported by the authority of a code of conduct or practice, or by a code of ethics, which in turn is given authority by machinery to discipline members found guilty of being in breach of the code. The interests of users are further protected by the profession monitoring the provision of services and the resources allocated to them by the parent organisations or by governments.

1.2 Protecting the interests of the members of the profession must be a secondary function to that of protecting the users and this is achieved by advising on, and assisting the remuneration of members at a level relative and commensurate to other comparable services and through the protection of conditions of service at work. The provision of education and training is another activity particularly important through continuing education programmes in a fast-changing environment influenced by technological developments. The dissemination of relevant new knowledge and information through publishing programmes, the organisation of conferences and short courses, but particularly in the educational processes in library schools incalculating an improved understanding of the concept of "professionalism" are other means of achieving this protection.

1.3 The advancement and development of new knowledge and skills is achieved through research, both pure and theoretical and practical, applied not only in areas central to professional practice but also in those adjacent to it. The dissemination of this new knowledge, skills and information is achieved through publishing programmes and through the various educational programmes already outlined.

1.4 To protect and support these functions in society professional organisations come into being. Their terms of reference, charters, statutes and legislation, or whatever rules are required for the creation and continued operation of the organisation, will include all or some of the functions outlined above. The professional organisations are usually established legally and constitutionally and they then create the necessary machinery to establish, under the constitution, policy-making bodies which in turn establish the required executive machinery to operate through the democratic processes of free elections. These result in elected Councillors or Officers who are in turn supported by full-time, part-time or honorary secretaries accommodated in permanent or temporary addresses.

1.5 In librarianship and information science there are now in existence around the world 512 national professional associations (Fang and Songe [1]).

## 2. Round Table for the Management of Library Associations

2.0 Against this background and in the light of meetings in two IFLA Conferences under the banner of "Library Associations on the Move" (Manila 1980 and Leipzig 1981) numerous issues and problems with regard to the management, organisation, financing and operation of library associations, particularly those in the Third World, have emerged. In Montreal (1982) it was agreed that IFLA for a number of reasons should assist in giving consideration to some of these.

2.1 The first reason was to assist IFLA, through well-administered and organised library associations, to develop its policies and then to implement them. Without national LAs IFLA's membership infra-structure and raison d'etre and method of operation would be largely ineffective.

2.2 Secondly, to encourage governments to develop national library and information services infra-structures along the lines indicated in Unesco PGI's Medium Term Programmes, and in the UBC and UAP projects. Without a supporting infra-structure of well-organised and well-managed and adequately-resourced professional bodies is to attempt to construct buildings without foundations.

2.3 For these, and other reasons, IFLA's membership agreed to the establishment of the Round Table for the Management of Library Associations in a meeting in Montreal (1982). The Professional and Executive Boards have subsequently endorsed the recommendations and the proposed terms of reference (Appendix I) and membership (Appendix II). In the intervening period a small working party, established by the Montreal meeting has produced this Working Document to form the basis of discussion on the Round Table's Medium Term Programme and future activities.

## 3. Objectives of the Round Table

3.0 Six primary objectives for the work of the Round Table have been identified from the papers so far presented to the meetings and from subsequent deliberations.

3.1 In order to define its policies and activities in the light of professional library and information services workers' needs around the world, IFLA needs the continuing existence of national library association members to assist in arriving at agreed policies and operations in IFLA. The first objective, therefore, must be to assist library associations to more effectively contribute, as members of IFLA, to the formulation of its policies and to more efficiently and actively assist in their execution at national levels.

3.2 For the Round Table to be in a position to undertake such an objective it will need to monitor library associations' activities and collect information about them through a programme of research and investigations. With such data available to it the Round Table will be able to serve as a focal point for expertise on the management of library associations that can be made available where required.

1. FANG, J R. and SONGE, A.H. International guide to library, archival, and information science associations. 2nd ed. New York, R.R. Bowker. 1980.

3.3 The development globally of national library and information services (l.i.s.) and national information policies and the implementation of the UBC and UAP programmes progresses surely but slowly. These l.i.s. infra-structures require the support of a basic foundation represented by the library and information science profession operating effectively through a national library association. The Round Table will be concerned to assist library associations to identify and play an active role in the development of these national l.i.s. policies. It will serve to encourage through IFLA a better understanding in Unesco of the reasons for the need for its support to national library and information professional associations.

3.4 Strong and effective professional associations can only be created with adequate finance. The Round Table will seek to advise LAs, that require assistance, on financial and revenue matters and particularly will focus its attention on investigations and opportunities for alternative funding to membership subscriptions, eg publishing programmes, conferences, meetings, course fees, etc. It will attempt to assist to obtain additional "pump priming" or "enabling" money from outside sources (eg Unesco's PGI, bi-lateral government-to-government aid programmes, international funding, charities, etc) for this purpose.

3.5 Library associations, to be strong and effective, require not only adequate funding and resourcing but also the adoption of improved management techniques. The Round Table will seek to discover where there is expertise and will attempt to make it available to Round Table members to assist them to improve organisational, administrational, management and financial control. (This objective to be achieved in close relationship with Unesco's PGI with obvious financial implications.)

3.6 In order to achieve these five previous objectives, the Round Table will need to monitor, gather and collect information to establish within it a body of knowledge about its members and what, more precisely, is required by them. It will need to establish data on the expertise available within its membership to assist those library associations requiring it. In this context it is important that the Round Table exploits the expertise already available within IFLA, eg Round Table of Editors of Library Journals, Round Table for National Centres for Library Services and particularly the Section for Library Theory and Research and its research project - IFLA Resource Centre: associations in information fields (Appendix III).

## 4. Medium Term Programme - proposals

4.0 IFLA's second Medium Term Programme (MTP) extends from 1981 to 1985. The third Programme will operate from 1985 to 1989. It is therefore suggested that the proposals that follow be considered as the Round Table's Medium Term Programme for 1983 to 1985 and also for the new Medium Term Programme for 1985 to 1989.

The following proposals are similarly derived from the deliberations held in Manila (1980), Leipzig (1981) and Montreal (1982). They are particularly drawn from the two Montreal papers from the Library Associations of the DDR and Sweden.

4.1 To establish a bank of information about library association practices, the Round Table will undertake through surveys comparative studies on common, and different, aspects of the functions and aims, statutes, rules of procedure, structures and working methods of national library associations. From these it will extract common characteristics that are relevant to the operation of the majority of national library associations.

4.2 The Round Table will need to have more specific and detailed information available to it in order to plan and organise its activities. Surveys will therefore need to be undertaken on less general and more specific matters:

4.2.1 the way in which library associations communicate with their members;

4.2.2 experiences with regard to the role and activities of national library associations and their involvement in the development of national library and information services;

4.2.3 The manner in which library associations arrive at their priorities for activities and programmes;

4.2.4 The way in which libraries, within the framework of a national library and information system, co-ordinate and co-operate and the role of LAs in encouraging this;

4.2.5 co-operation between library and information services and other related organisations in the areas of education, culture, leisure, and recreation and development;

4.2.6 how national library associations participate in the preparation of library legislation;

4.2.7 the role of LAs in the education and continuing education of library personnel;

4.2.8 library associations and professional publications and the problems of editing library journals;

4.2.9 their role in public relations work in its broadest sense, eg with related organisations such as publishers, booksellers, etc;

4.2.10 their role and opportunities to influence national policy makers and the allocation of resources;

4.2.11 their influence on library research and the utilisation of its results in practical library work;

4.2.12 the manner in which library associations promote, organise and co-ordinate the institutions in their countries in membership of IFLA, and the manner in which the organisations contribute to the formulation of policies at the national level and especially within IFLA's Medium Term Programme;

4.2.13 the manner in which LAs assist with the realisation of the basic principles of UBC and UAP;

4.2.14 the manner in which they co-operate with National Commissions for Unesco;

4.2.15 the way in which they co-operate at regional and international levels with LAs from other countries.

4.3 The establishment of a databank on these activities will provide the Round Table with essential information from which to work. Much of which will be in active response to requests for assistance from Round Table member library associations in such areas as improved management, administration or organisations of library associations, changes to constitutions and structures, assistance with financial management and the control of resources.

4.4 The Round Table's primary method of work in the MPT will be to arrange seminars, programmes, open meetings and activities, using the information collected and in response to requests for assistance. However, further action will be required to obtain information additional to that forming the basic databank (as outlined above) and specifically required to establish particular programmes. These will include:

4.4.1 a survey of the most important tasks of today and tomorrow within 15 to 18 selected library associations;

4.4.2 gathering of information leaflets about the organisation of the library associations in various countries which could be made available to Round Table members and displayed;

4.2.3 obtaining the policies and goals of library associations and translating them into a common and agreed language and then making them widely available.

4.5 In order to widely disseminate the work of the round Table, and the information collected from the gathering operation, the Round Table will establish a newsletter for communication purposes within its membership. Member associations will be encouraged to write about their activities in special bulletins.

5. Priorities

5.0 Obviously such a large Programme cannot be achieved in a single activity and priorities will need to be established for continual and rolling review and updating by the Round Table's membership. The following priorities are proposed to start the MTP programme.

5.1 Priority 1: Establishment of databank of information. To undertake this work questionnaires seeking general and background information on LAs will need to be sent to member library associations and the results analysed and collated. It is assumed that this work will be undertaken in collaboration with the Section of Library Theory and Research's already-established research project "IFLA Resource Centre: Associations in Information FIelds". Within this particular priority, because the collection of information is a major objective of the Round Table the following priorities are proposed:

5.1.1 collection of information and research on the activities of LAs;

5.1.2 agreement on the mode of collection and the physical format of its presentation after analysis and collation;

5.1.3 investigations of the relationship of the Round Table's information gathering activities with those already undertaken by Unesco's PGI;

5.1.4 liaison with an information collection project currently being undertaken on Latin American Library Associations from Colombia.

5.2 Priority 2: Collection of specialist information. This will be to commence the collection of information in specialist areas to assist the Round Table, at a further date in the MTP time-scale, to consider further activities. For example:

5.2.1 the important tasks of today and tomorrow within a selection of 15 to 18 library associations;

5.2.2 to collect information on current policies and goals. The following library associations have been selected from six categories of country/socio-political systems.

a. Socialist countries: GDR, Hungary, Poland or Czechoslovakia

b. Europe and North America - Large LAs: ALA (US), LA (UK) and ABF (France)

c. Europe and North America - Small LAs: Denmark, Austria and one library association from the Federal Republic of Germany (to be selected by the German Library Conference)

d. Latin America: Brazil, Colombia, Trinidad and Tobago

e. Africa: Kenya, Senegal, Zambia

f. Asia: India, Indonesia, Singapore

5.3 Priority 3: National library and information systems. This will be concerned to identify specific ways in which library associations can assist Unesco's PGI and IFLA in achieving PGI Medium Term objectives as well as those of UBC and UAP programmes and specifically in assisting governments with the development of national library and information systems and information policies. It is expected that this survey will result in a paper to an Open Meeting in either Nairobi (1984) or New York (1985).

5.4 Priority 4: Communication between members of the Round Table by the establishment of a newsletter with two issues per year.

5.5 Priority 5: Relations with Unesco's PGI. To undertake a general discussion with Unesco's PGI and with IFLA Headquarters to inform it of the work and concern of the Round Table and, after the collection of information resulting from Priority 2, to assemble a project(s) for PGI assistance for library associations in developing countries.

Russell Bowden

London
March 1983

APPENDIX I

## ROUND TABLE FOR THE MANAGEMENT OF LIBRARY ASSOCIATIONS

### DRAFT TERMS OF REFERENCE:

1. The Round Table will be concerned with the role, organisation, operation, administration of library and information science associations and their affairs. It will not concern itself with professional issues which are considered elsewhere in IFLA's organisation.

2. It will provide a forum for the exchange of information and expertise for library associations in all parts of the world. It will serve also as a channel by which experiences and expertise might be made available to developing associations, due consideration being given to the multitude of differences which are inevitable among associations of many cultures and nations.

3. It will further these objectives through the organisation of meetings, by undertaking research and investigations and by carrying out whatever other activities its members wish.

4. It will formulate its policies in close association with other bodies within IFLA to which its concerns relate, e.g. Round Table of Editors of Library Journals, Round Table for National Centres, the Division of Regional Activities, the Section for Library Theory and Research, etc.

5. Its programmes of future work, representing the wishes of its members, will be formulated and included in IFLA's Medium-Term Programmes.

(unanimously accepted by the meeting on 23 August 1982)

## ROUND TABLE FOR THE MANAGEMENT OF LIBRARY ASSOCIATIONS

### MEMBERSHIP

1. Membership of the Round Table for the Management of Library Associations will be open to one representative each from organisations in membership of IFLA in the category of Association Members and Institutional Members if they are professional organisations as defined in Paragraph 3.2(i) of the Statutes.

2. All efforts will be made to ensure within the membership of the Round Table geographical representation as well as representation of the various kinds of library associations: with and without permanent staff.

   Representatives ideally, and where possible, should be individuals actively involved in the executive work of associations. These persons are to be appointed and nominated by the respective national associations as their official representatives.

   (as amended by the meeting on 23 August 1982)

The Center plans to publish news items and bibliographies regularly. Thus the Center will make contributions to professional development worldwide and serve as a major source for research on professional associations. To ensure continuous and accurate information, national and international associations in the information fields are asked to send their official publications, journals, bulletins, newsletters, membership directories, statutes, general announcements, conference dates, etc., to Boston or Cologne, respectively.

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APPENDIX III

IFLA RESOURCE CENTER

ASSOCIATIONS IN INFORMATION FIELDS

An "IFLA Resource Center: Associations in Information Fields" has been established at the Graduate School of Library and Information Science at Simmons College in Boston, USA, and the Chair of Library Science of the University of Cologne, Federal Republic of Germany, in 1982. This Center will function as a major and unique source for current information on national and international professional association worldwide.

The creation of this Center can be regarded as a follow-up of the Bellagio Meeting in Italy in May 1980 at which the three international non-governmental organizations, FID, ICA, and IFLA, together with UNESCO, considered areas of common interest and closer cooperation. Since IFLA includes the largest number of associations as members, it took over the initial sponsorship of this Center in the hope that other organizations will contribute.

Boston will function as the Headquarters for this project. It will assume responsibility for the international associations, as well as for the national associations of the countries in the Americas, Asia, Australia and Oceania (more than 300 associations), while Cologne as the European branch will cover the countries in Africa and Europe (more than 200 associations). Extensive records on each association have already been accumulated through personal research of Professor Josephine Riss Fang at Simmons College. The formal transfer of this rich collection into an IFLA Resource Center will enable it to be utilized and kept up to date, so that access to the most current as well as retrospective information on these associations will be provided, including officers, statutes, objectives, membership, meetings, publications, important activities and many other useful data. The Center will also serve as a necessary data base for the work of the new IFLA Round Table of Management of Library Associations.